

STATE OF MONTANA JOB VACANCY
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4 Page Document

Department of Transportation
Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, Montana 59620-1001

July 7, 2008 Internal/External Statewide

Position Title:	Civil Engineer Specialist
Position Numbers:	54108005
Classification Code:	172516
Work Comp Code:	9411
Bargaining Unit/Code:	Mgmt/0000-9
Division:	Engineering/Traffic and Safety
Location:	Helena
Job Status:	FT/Permanent
Work Shift:	Monday-Friday. Work Times Negotiable
Area Code:	059070/057
Supervisor:	Pierre Jomini, P.E.
Grade/Band:	Band 5 or 6
Salary:	\$32,550-\$56,961 Annually
Supplement:	No
Closing Date:	July 12, 2008

Overview of the Safety Management Section

Traffic crashes happen daily in Montana, causing human injuries, deaths, and property losses. The Safety Management Section strives to reduce these losses.

The Safety Management Section is responsible for the Highway Safety Improvement Program and the High Risk Rural Roads Programs. For these programs, the Safety Management staff maintains, coordinates and uses a variety of data bases. It identifies and analyzes high crash locations, identifies crash trends, makes recommendations for safety and traffic operation improvements, performs safety reviews for roadway projects and other duties as assigned. The mission of the Safety Management Section is to reduce the severity and number of traffic crashes.

Description of Position

The overall purpose of this position is to develop conceptual safety improvements for inclusion in the yearly Highway Safety Improvement Program, data analyses, safety evaluations, writing and presentation of technical reports for safety reviews and engineering work in the design of safety projects.

Job Requirements

KNOWLEDGE: A thorough knowledge of the principles, methods and theories of Highway Safety Engineering, Highway Design, Highway Construction, Traffic Engineering. Extensive knowledge of highway safety practices and keep current with latest technology, equipment and methods. Knowledge of Intelligent Transportation Systems.

ABILITY: Ability to perform in depth engineering analyses and studies, to make engineering judgmental decisions based on the diverse knowledge of various disciplines and the unique site characteristics considering the economics of the recommendations and implications. Read, interpret and analyze engineering reports, accident investigator's reports, plans, designs and specifications. Ability to use computer programs, to extract and evaluate data and information for use in engineering decisions.

SKILLS: Computer applications; Oracle, Excel, Word, PLSQL, Intersection MagicUse of field equipment such as the DMI Distance Measuring Instrument, Ball Bank Indicator. The ability to establish and maintain effective working relationships with employees, citizens, groups, consultants, Federal, State and Local agencies. Must be able to communicate effectively both in writing and verbally. Demonstrate skills in training, monitoring, coaching personnel in assigning tasks and reviewing work of others.

Must have a valid Montana driver's license.

Education and Experience: Band 6 - B.S. Civil Engineering AND Minimum 3 years' work-related experience. Band 5 - B.S. Civil Engineering. A Master of Science in Transportation or Civil Engineering may count as one year of experience. The work requires proficiency and specialized training in MicroStation, computer aided drafting design, use of ORACLE data bases in conjunction with Query Builder, PL/SQL and other specialized software.

Related: B.S. Civil Engineering Technology, B.S. Construction Engineering Technology.

CONSIDERATION MAY BE GIVEN TO FILLING THE POSITION AS A TRAINING ASSIGNMENT.

Other education, training, certification, or licensing required:

Professional Engineer with Montana certification preferred. The potential employee must have passed the Fundamentals of Engineering (F.E.) Exam upon date of hire.

Alternative Qualifications: This agency will accept alternative methods of obtaining necessary qualifications, based on the Civil Engineering Specialist Advancement Policy. For External applicants this will be determined on a case by case basis.

Other specific experience: Highway design, highway construction, traffic engineering preferred.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form for qualifications (available on-line at <http://www.mdt.mt.gov/jobs/>).
2. A written exam (50% weight and 70% minimum passing score).
3. A structured oral interview (50% weight and 70% minimum passing score).
4. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

- * A signed and completed State of Montana Application (PD-25) (available on-line at <http://www.mdt.mt.gov/jobs/>).

- * Transcripts. If you have attended or graduated from a college, university, community college, vocational-technical, or other school beyond high school, you are encouraged to submit grade transcripts because they help determine whether or not you are qualified to continue in the selection process. If you have a masters' degree, include transcripts for both your masters' and your bachelors' degrees.

If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you will be **REQUIRED** to produce an official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

- * An employment preference is available to eligible veterans, disabled veterans, handicapped civilians, and spouses of certain veterans and handicapped civilians. If claiming preference, the employment preference form (PD-25A) plus the DD-214 (and DPHHS certification, if appropriate) must be submitted with the application.

Note: Applicant must complete ALL sections of the state application.

Failure to submit completed application materials as specified above will result in disqualification from the selection process.

Application Deadline

Application materials from interested Department of Transportation employees must be received in the Human Resources office in Helena by 5:00 p.m. on the closing date.

In-state and out-of-state applicants are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center. A version of the State Application Form (PD-25) may be downloaded from the Job Service web site: <http://wsd.dli.mt.gov/service/app.asp>.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TTY (800) 335-7592, or by calling Montana Relay at 711.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United

States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.